- 1. Read the Eligibility Manual, especially Parts 8 and 9 (approx. pgs. 75-95)!
 - a. Be aware of the updates from NSLP bulletins 04-11; 08-11; 10-11; 17-11
 - b. The manual and bulletins are available online at http://www.schools.utah.gov/cnp/
- 2. On **October 1** determine the sample pool (number of apps approved) and the sample size (number of apps that must be verified)
 - a. Enter these numbers into the "Verification Summary" on CNPweb.
 - b. Count the number of **applications** that are approved.
 - i. Three categories: categorical; income-based free; income-based reduced
 - c. Count the number of **students** that are receiving benefits.
 - i. Four categories: not subject to verification (i.e. direct cert, homeless, etc.); categorical; incomebased free; income-based reduced
- 3. **Pull the applications** to be verified
 - a. The "Verification Results" in CNPweb will tell how many apps to verify from both categorical and income apps. Schools must not verify more than or less than the required sample size and must not verify 100% of applications.
 - b. If doing basic verification pull first from "error prone" apps
 - i. error prone = apps within \$100/month or \$1,200/year of the income guidelines
- 4. Conduct confirmation reviews
 - a. **Prior to any other verification activity**, someone must review the applications selected to make sure the initial decision is correct. Make sure the confirming official **signs** and **dates** the application!
- 5. **Notify** the household(s)
 - a. Inform each household in writing of its selection for verification and the types of information that may be submitted. Make sure the letter has all the **required information**. (see Eligibility Manual pg. 72)
 - b. Letter templates are available online at http://www.schools.utah.gov/cnp/National-School-Lunch
 - i. Program/applications.aspx
- 6. **Accept and review submissions** from household(s)
 - a. **All sources of income listed on the application must be verified** (i.e. proof must be submitted for income from work, child support, social security, etc.)
 - i. Remember, per NSLP 08-11 social security numbers are no longer required
 - b. If a household does not respond or the submission is incomplete, the school must make at least one follow-up attempt to contact them in writing, by email, or by phone.
- 7. **Notify** the household(s) of the verification results
 - a. Let the household know if benefits will remain the same, or if they will change. Make sure the letter has all the **required information**. (see <u>Eligibility Manual</u> pg. 88)
 - i. If benefits decrease ($F \rightarrow R$ or $F/R \rightarrow D$) send the notice of adverse action and wait 10 calendar days to make the change.
 - ii. If benefits increase $(R \rightarrow F)$ the change must occur within 3 operating days.
- 8. By **November 15** enter the results in CNPweb
 - a. Fill out the "Verification Results" in CNPweb. Make sure the correct number of applications was verified.
- 9. If a household reapplies...
 - a. If benefits were terminated and a household reapplies they are required to submit income documentation or proof of SNAP/FDPIR/TANF participation at the time of reapplication.
- 10. Call your specialist if you have questions!